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# NASA Procedural Requirements

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**Subject: NASA Environmental Management System (EMS) w/Change 2 (04/26/2006)**

**Responsible Office: Environmental Management Division**

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## APPENDIX B: Documents, Procedures, and Records

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### B.1 Agency Level

a. EMS Documents and Documented Procedures

1. NASA NPDs and NPRs (paragraph P.4).
2. Objectives and Targets (paragraph 3.3).
3. Operational Control procedures associated with Headquarters high priority environmental aspects (paragraph 4.5).
4. Procedures to track, monitor, and measure the key characteristics of operations associated with EMS objectives and targets and associated with Headquarters high priority environmental aspects (paragraph 5.1).
5. Metrics (paragraph 7).

b. EMS Procedures (written or non-written)

1. Environmental functional review procedures (paragraph 5.4).
2. Guidance on the NASA EMS (paragraphs, 1.1, 3.4 and 4.1).
3. Guidance on Center internal EMS reviews (paragraph 5.4).
4. Guidance for Centers self-declaring their EMS (paragraph 1.1).
5. Guidance on participation in external EMS recognition programs (paragraph 1.1).

c. EMS Records

1. Results of Headquarters Environmental Management Division -led environmental functional reviews (paragraph 5.4).
2. Management review results (paragraph 6).
3. Metrics reports (paragraph 7).

### B.2 NASA Centers

a. EMS Documents and Documented Procedures

1. Objectives and targets for high priority environmental aspects (paragraph 3.3).

- 4. Environmental management programs (paragraph 3.4).
  - 3. Roles, responsibilities, and authorities for implementation of EMS (paragraph 4.1).
  - 4. EMS procedures applicable to tenants (paragraph 4.3).
  - 5. Operational Control procedures associated with high priority environmental aspects (paragraph 4.5).
  - 6. Procedures to track, monitor, and measure the key characteristics of operations associated with EMS objectives and targets and associated with high priority environmental aspects (paragraph 5.1).
  - 7. Metrics (paragraph 7).
- b. EMS Procedures (written or non-written)
- 1. Identification of applicable State, local, facility-specific, and permit-driven legal and other requirements (paragraph 3.2).
  - 2. Communications procedures (paragraph 4.3).
  - 3. EMS training procedures (paragraph 4.2).
  - 4. EMS documentation and document control (paragraph 4.4).
  - 5. Operating procedures for activities associated with EMS high priority environmental aspects (paragraph 4.5).
  - 6. Emergency preparedness (paragraph 4.6).
  - 7. Nonconformance and corrective action tracking (paragraph 5.2).
  - 8. EMS internal audit procedures (paragraph 5.4).
- c. EMS Records
- 1. Activities, products and services, aspects, impacts and risk ranking matrix results (paragraph 3.1).
  - 2. EMS training records (paragraph 4.2).
  - 3. Compliance activity records in accordance with legal and other requirements (paragraph 5.3).
  - 4. Calibration and maintenance records (paragraph 5.1).
  - 5. Results of tests of emergency response procedures (paragraph 4.6).
  - 6. Results of, independent self-declaration assessments, Center-led annual EMS reviews and reviews of compliance with local regulations (paragraph 5.4).
  - 7. ) Communication with external parties (paragraph 4.3).
  - 8. Decisions made with regard to external communication of high priority environmental aspects (paragraph 4.3).
  - 9. Changes in the documented procedures resulting from corrective and preventive action (paragraph 5.2).
  - 10. Management review results (paragraph 6).

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